

Sample Collection Letters

[Debtor's name]

[Street address]

[City, state zip]

[Month day, year]

Re: [Account balance]

[Account number]

Dear [debtor]:

Here's a reminder that your account of \$_____ was overdue as of _____, _____. Please play this account promptly. If you have already put the check in the mail, we apologize for the inconvenience and thank you for your payment.

Sincerely,

[Debtor's name]
[Street address]
[City, state zip]

[Month day, year]

Re: [account balance]
[account number]

Dear [debtor]:

This is the second reminder that you owe us \$_____. Please pay this account promptly. We would like to continue doing business with you, but we need your cooperation and payment to do so.

Thank you for your prompt attention to this matter.

Sincerely,

[Debtor's name]
[Street address]
[City, state zip]

[Month day, year]

Re: [account balance]
[account number]

Dear [debtor]:

This is your final reminder that your account of \$_____ is past due. It has been past due since _____, _____. If payment is not received by _____, _____, we will have no alternative but to turn your account over to a [lawyer or collection agency] for collection.

Thank you for your prompt attention to this matter.

Sincerely,